

# BEECHWORTH CEMETERY TRUST POLICY

<b>Policy Name</b>	<b>Donations to the Beechworth Public Cemetery</b>
<b>Date adopted by Beechworth Cemetery Trust</b>	<b>21 May 2018</b>
<b>Policy Review Date</b>	<b>April - June 2020</b>

## **Purpose:**

The purpose of this policy is to set out the framework for accepting donations for the Beechworth Public Cemetery.

## **Legislative requirements:**

The *Cemeteries and Crematoria Act 2003*, Part 3 Division 1, Section 26 establishes the power for a Cemetery Trust to make rules with respect to the general care, protection and management of a public cemetery. The Department of Health and Human Services have advised that where a Trust develops a policy to manage operating procedures of the cemetery which does not alter or conflict with the Model Rules for the Cemetery the Trust does not need to have the Policy approved by the Governor in Council.

The Trust have reviewed this Policy and have not sought approval from the Governor in General as the Policy does not conflict or alter the Model Rules for the Trust.

## **Background:**

Members of the public give donations to the Beechworth Public Cemetery. Donations can be in the form of cash, cheque, or an item. Most donations to date have been in the form of cash, which is deposited in the donations box at the cemetery, or cheque either hand delivered or posted to the Beechworth Cemetery Trust. The Trust have received two (2) enquiries during April 2018 for seats to be donated for the Beechworth General Cemetery. Donations that have a direct link to the installation of infrastructure, assets or other obligations require a policy to ensure management of these donations is consistent.

## **Consultation:**

During the development of this Policy the Trust Secretaries consulted with the Department of Health and Human Services and the Cemeteries and Crematorium Association of Victoria as well as a desktop scan of other Cemetery Trust websites. There was no formal community consultation during the development of this policy.

## **Publicity:**

This policy will be available on the Beechworth Cemetery website and made available on request.

The Beechworth Cemetery Trust will promote where applicable that they:

- are not run or funded by government or council; and
- rely on funds raised themselves; and
- do not make a profit as any surplus funds are used to maintain and enhance the Beechworth Public Cemetery; and
- accepts donations in the form of cash or cheque, gifts or bequests.

**Policy:**

**Cash/cheque donations**

The Cemetery Trust will provide and maintain a suitable receptacle for receiving cash/cheque donations for the Beechworth Public Cemetery. Consideration will be given on the best location to install the receptacle and whether more than one (1) receptacle is provided given that the General Cemetery and Lawn Cemetery are separated by a public road. Cash/cheque donations will be used at the discretion of the Trust.

Where the Trust receives either written, telephone or electronic requests to provide a donation via a cheque, the cheque is to be posted to the Beechworth Cemetery Trust or deposited into the Donations receptacle at the Beechworth Public Cemetery.

**Donations of tangible gifts or money with obligations/specific requests**

The Trust will only accept donations of tangible gifts or money with obligations/specific requests where the Trust has the ability to direct how these will be used and managed by the Trust.

The Trust when accepting any tangible gift donations or money with obligations/specific requests will give consideration to any strategic documents or plans for the Beechworth Public Cemetery as well as the immediate and future implications such a gift/ donation will cause.

The Trust reserves the right to alter, repair, restore or remove any donated tangible gift or item as so determined by the Trust and does not need to communicate their decision to do so with the person(s) who made the donation.

Where a gift or donation does not cover the full cost of the obligation/specific item the person wants to link their donation to, the Trust may decide to:

- Refuse the gift or donation; or
- Contribute Trust funds towards the obligation/specific item; or
- Delay implementation of the obligation/specific item until enough funds have been made available, either through other donations, grants, or Trust funds become available.

**Bequests**

The Trust acknowledge that people may wish to leave a bequest to the Beechworth Public Cemetery in their Will. The Trust will manage such bequests consistent with this policy dependent upon whether the bequest is cash, cheque, or a gift or donation linked to an obligation/specific item.

**Implementation of Policy:**

The Trust authorise the Chairperson and the Secretary to implement this policy, and where applicable consistent with any strategic documents or plans for the Beechworth Cemetery Trust.

**Review History:**

Date	Review Details	Action